

2011 NCDOT/Contractor Joint Training Workshop

Contract Administration Breakout





Construction Manual Updates

- **Yearly Updates**
- **Construction Unit Webpage**
- **List of Significant Revisions**

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/construction

Construction Manual Updates

2010 Significant Revisions



Significant Revisions for Construction Manual

2010 Updates

Division One

Section	Description
107-23	Wage and Conditions of Employment <ul style="list-style-type: none"> Contractor Request for Additional Classifications - Resident Engineers send to Construction Unit. Site of Work defined.
108-2	Progress Schedule - include Payment Schedule for projects greater than \$50M.
108-10	Contract Time, Intermediate Contract Time - Examples <ul style="list-style-type: none"> Extension of time for the days between December 16 and March 15. Waivers for Seasonal Limitations.

Division Two

Section	Description
225-4	Added item of Shallow Undercut - Defined use, materials, and payment.
230	Borrow Excavation - Department Owned Borrow <ul style="list-style-type: none"> Example for determining price for Department Owned Borrow Sample Supplement Agreement

Division Three

Sections 300, 310 and 320 have been revised to reflect new standard drawings and the use of alternate materials.

Division Five

Section	Description
520-6	Sampling, Testing and Acceptance - Revisions for sampling Aggregate Base Course.

Division Six

Section	Description
609	Quality Management for Asphalt Paving <ul style="list-style-type: none"> The Roadway Construction Engineer will make the decision for the final pay factor. (Change from the Pavement Construction Engineer.) NCDOT Asphalt Technician Certification Program - This program is administered by the Materials and Tests Unit (State Asphalt Design Engineer.)

Division Seven

Section	Description
700	General Requirements for Portland Cement Concrete Paving - updates and revisions to reflect changes from flexural strength acceptance to compressive strength acceptance.

Division Eight

Section	Description
815	Subsurface Drainage <ul style="list-style-type: none"> If subsurface drainage is included in plans then a table containing subsurface drainage is included in the plans. Changed the time to allow the subsurface drainage to function from four (4) to six (6) weeks to 30 days or a sufficient time as deemed by Engineer. Added - a special detail is included in plans or Supplemental Agreement for subdrain course aggregate and filter fabric. Subdrain volume deducted from cross sections used to compute fine and coarse aggregate.

Division Ten

Section	Description
1008-1	Aggregate Stabilization - Sampling.
1010-2	Aggregate Base Course - Sampling.
1010-4	Aggregate for Cement Treated Base Course - Sampling.

Division Twelve

Section	Description
1205-3H	Observation - Revised the 180 day observation period to one (1) year.
inspection.	Inspection - Changed the procedure for the initial pavement marking inspection.
damages.	Assessing Damages - Revised the existing procedure for assessing damages.

Records and Reports

- Revised Subcontract Form
- Disadvantage Business Enterprise/Minority Business Enterprise/Women Business Enterprise
 - Letter of Intent
 - Payment Tracking
 - Joint Checks
 - Truck Monitoring
- Federal Posters - List of all posters needed and websites
- Micropiles - As-Built Plans
 - Casing wall thickness
 - Casing TIP elevation
- Force Account Work - Use of the Electronic Blue Book

Forms and Examples

- Subcontract Approval Form
- Request for Additional Classification and Rate Form
- Trucking Plan Example
- Truck Monitoring Form and Example
- Joint Check Form
- DBE/MBE/WBE Replacement Form
- ABC Sampling Log Form and Example



Project Meetings

- **Preconstruction Conferences**
 - Notice of Award (7 days)
 - Date of Availability (41 days)
- **Monthly Construction Conferences**
 - Set a scheduled date (every 2nd Tuesday)
- **Minutes/Documentation**
 - NCDOT Representative responsible for minutes
 - Distributed within 7 to 10 days
 - List Action Items



Project Payments - Prompt Pay

Subarticle 109-4(B)

- **Time Frame: 7 Days from Receipt of Monies**
- **Retainage: May Withhold 3% if Subcontractor Does Not Obtain a Payment & Performance Bond**



Project Payments - Prompt Pay

Complaint Process

- **Complaint should be in writing**
- **Certified Letter to Prime notifying of complaint with request for explanation/resolution details**

Non-compliance

- **Withholding of money due the Contractor**
- **Removal from the Prequalified Bidders List or removal of other entities from the approved subcontractors' list.**



Project Payments - DBE Reporting

- **December 2010 DBE Provisions**
- **DBE Payment Tracking System**
 - HiCAMS Projects
 - <https://apps.dot.state.nc.us/Vendor/PaymentTracking/>
 - Prime Contractor responsible for entering all payments
- **DBE Subcontractor Payment Information Form DBE-IS**
 - Non-HiCAMS Purchase Order Contracts
 - <http://www.ncdot.org/doh/forms/files/DBE-IS.xls>
 - Submit with invoice

Form DBE-IS

Form DBE-IS

**State of North Carolina
Department of Transportation
Subcontractor Payment Information**

Submit with Invoice To: Invoice Coordinator
North Carolina Department of Transportation
Division / Branch
Address
Raleigh, NC XXXXX-XXXX

Firm Invoice No. Reference _____
NCDOT PO / Contract Number _____
WBS No. (State Project No.) _____
Date of Invoice _____
Signed _____

Invoice Line Item Reference	Payer Name	Payer Federal Tax Id	Subcontractor / Subconsultant/ Material Supplier Name	Subcontractor / Subconsultant / Material Supplier Federal Tax Id	Amount Paid To Subcontractor / Subconsultant / Material Supplier This Invoice	Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total Amount Paid to Subcontractor Firms \$ _____

NOTE: - These documents are scanned into our Fiscal program. Please do not highlight or shade the figures.

I certify that this information accurately reflects actual payments made and the dates the payments were made to Subcontractors/
Subconsultants/Material Suppliers on the above referenced project.

Signature _____ Title _____

Print Name _____ Date _____

Rev. 01/07



Project Payments - Certified Payrolls

- Requirement of FHWA 1273
- Site of Work
 - Project limits
 - Location dedicated only for the project
 - (i.e. borrow/waste pits)
- Payroll Exemptions
 - Truck drivers, including those employed by the contractor, who come on the “site of work” to deliver or pick up construction materials.
 - Project engineers, surveyors, quality control or quality assurance inspectors and contract compliance inspectors are not usually considered to be laborers or mechanics.
 - Bridge Replacement Projects on roadways classified as a local roadway or rural local collector, typically designated by a “BRZ” federal aid number.



Active Claims

- **Procedures**
- **Notice of Intent**
- **Contractor Claim Submittal Form**
- **Claim Decision**

Contractor Claim Submittal Form

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/ccsf-1.pdf

North Carolina Department of Transportation
Contractor Claim Submittal Form

Contract No.: _____ Division: _____
FPM No.: _____ County: _____
Project No.: _____ Cost Center: _____
Date: _____ Resident Engineer: _____

Day Requested to Run: _____
☐ An Extension in Contract Time: Amount: _____ Days _____
☐ An Extension in Anticipated Contract Term: From: _____ To: _____ Days _____ Hours _____
Additional Compensation: Amount: \$ _____

Contractor Claim Submittal Form Instructions

1. Complete the requested project information on page 1.
2. Complete the applicable specific instruction sections on pages 2-4. For contract time extension requests, complete the applicable section on page 2. For requests for additional compensation, complete the applicable section(s) on pages 3-4.
3. Attach supporting documentation (e.g., cost records, weekly reports, supporting data and information).
4. Complete the certification section on page 1. Note: The Contractor's Authorized Representative should be someone who has the authority to sign supplementary agreements for the Contractor.
5. Forward the original form and supporting information to the Resident Engineer if the claim is an action claim. If the claim is a final claim, forward the original form and supporting information to the State Construction Engineer.

Contractor's Certification

I hereby certify that the information contained herein is submitted in accordance with the Standard Specifications and is true and accurate.

Signature: _____ Title: _____
(Print or Type Name) _____ Date: _____

Comments: _____

Form C-100P (6-18-00) Page 1 of 1

Contractor Claim Submittal Form

Requests for Extension in Contract Time: (applicable sections to be completed by Contractor)

185.300A - Delays To The Contractor's Controlling Operation(s)

1. What is the alleged controlling operation delayed? _____

2. What are the circumstances resulting in the alleged delay? _____

3. When estimate time taken was the controlling operation allegedly delayed? _____ through _____

185.300B - Changes In Work Ordered By The Engineer (Additional Work, Etc.)

4. What is the category of the request? _____
☐ Reduction in Quantity ☐ Extension of Time ☐ Additional Work ☐ Extra Work

5. What is the alleged operation? _____

6. What is the controlling operation? _____

7. When was the estimate time taken allowed? _____ through _____

8. When were extensions in time requested? _____

Form C-100P (6-18-00) Page 2 of 1

Contractor Claim Submittal Form

Requests for Additional Compensation: (applicable sections to be completed by Contractor)

185.3 - Alterations of Plans or Details of Construction

1. Was the Engineer notified in writing prior to performing the work? ☐ Yes ☐ No Date of Notification: _____

2. Is the claim and supporting documentation being submitted within 120 days after completion of the work? ☐ Yes ☐ No

3. Have weekly records of the alleged alterations been submitted as required by Subarticle 104.402? ☐ Yes ☐ No

4. Has the Character of performing the work materially changed? ☐ Yes ☐ No Reason explain: _____

5. Has the cost of performing the work changed? ☐ Yes ☐ No Reason explain: _____

185.4 - Suspension of Work

1. (a) Was the Engineer requested in writing by the Resident Engineer in writing? ☐ Yes ☐ No If yes, per to (b) If yes, What was the date of individual Engineer's response? _____ through _____

Was the Engineer notified in writing within 7 days of the suspension of the work to file a claim for additional compensation? ☐ Yes ☐ No Date of Notification: _____

Is the request for adjustment in compensation with cost records, supporting data and information being submitted within 14 calendar days of the receipt of the notice to resume work? ☐ Yes ☐ No Use to: _____

(b) What was the alleged suspension? _____

When was the date of the alleged suspension? _____ through _____

Was the Engineer notified in writing of the intent to file a claim for additional compensation due to the alleged suspension? ☐ Yes ☐ No Date of Notification: _____

Is the request for adjustment in compensation with cost records, supporting data and information being submitted within 14 calendar days after the last day of the alleged suspension of work? ☐ Yes ☐ No Use to: _____

2. Have weekly records of the suspension or alleged suspension been submitted as required by Subarticle 104.402? ☐ Yes ☐ No

3. Was the Engineer requested in writing to resume work 14 days or less? ☐ Yes ☐ No

Form C-100P (6-18-00) Page 3 of 1

Contractor Claim Submittal Form

Requests for Additional Compensation: (Cont'd) (applicable sections to be completed by Contractor)

185.7 - Extra Work

1. Was the Engineer notified in writing prior to performing the work? ☐ Yes ☐ No Date: _____

2. Is the claim being submitted within 120 days after completion of the work? ☐ Yes ☐ No

3. Have weekly records of the alleged extra work been submitted as required by Subarticle 104.402? ☐ Yes ☐ No

4. What was the alleged extra work? _____

185.8 - Suspension of Work

1. Were cost records of the suspension kept in accordance with Article 104.3 (Extra Account Work)? ☐ Yes ☐ No

2. Did the Engineer determine the suspended work to be acceptable? ☐ Yes ☐ No If yes, explain: _____

Form C-100P (6-18-00) Page 4 of 1



Active Claims

Claims up to \$50,000 and 30 days

- Contractor submits claim.
- Resident Engineer reviews and approves within 10 days. (If claim is to be denied, see below.)
- If Resident Engineer recommends denial of claim, the request should be forwarded to the Division Engineer within 10 days.
- Division Engineer reviews Resident Engineer's recommendation of denial and approves or denies the claim within 10 days.
- **TOTAL PROCESS COMPLETE WITHIN ONE MONTH**



Active Claims

Claims between \$50,000 and \$100,000 and up to 90 days

- Contractor submits claim.
- Resident Engineer reviews and sends recommendation for Bridge Construction / Roadway Construction Engineer within 30 days.
- Bridge Construction / Roadway Construction Engineer reviews and forwards to Division Engineer with comments within 10 days.
- Division Engineer reviews and approves or denies claim within 5 days.
- **PROCESS COMPLETE WITHIN SIX WEEKS.**



Active Claims

Claims over \$100,000 and over 90 days

- Contractor submits claim.
- Resident Engineer reviews and forwards recommendation to Bridge Construction / Roadway Construction Engineer review within 30 days.
- Bridge Construction / Roadway Construction Engineer (State Construction Engineer) reviews and forwards to Division Engineer with comments within 10 days.
- Division Engineer reviews and makes decision within 10 days.
- **PROCESS COMPLETE WITHIN 2 ½ MONTHS**



Final Estimate Process

- **Final Estimate Assembly**
- **Notification of Final Quantities**
- **Final Estimate Audit**
- **DBE Payment Verification**
- **Required Documents**
- **Final Claim Letter**
- **Verified Claim Process**



Closeout Conference

- **Notification of Final Quantities**
- **Notify and Review All Issues Prior to Conference**
- **Any Additional Compensation or Contract Time must be Referenced by Specification**
- **Construction Unit Personnel and Approved Contractor Personnel must Sign the Closeout Form**
- **The Executed Closeout Form Serves as the Final Claim Letter**



Subcontracting

Subcontract Approval Form

- **New Form – to Eliminate Multiple Forms**
- **Construction Unit Webpage**

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/

[illegible]

1. Complete the "Subcontractor Approval Form" (Form SAF) for the Subcontractor and 2nd Tier Subcontractor on one form. Additional forms of work can be entered on the "Subcontractor Approval Form Attachment". If there is more than one 2nd Tier Subcontractor, it should be listed on the Subcontractor Approval Form - Additional 2nd Tier" (SAF-1 Additional 2nd Tier).
2. If retainage is being withheld for the Subcontractor or 2nd Tier Subcontractor place an "X" in the box to the right of "RETAINAGE."
3. When the proposed Subcontractor or 2nd Tier Subcontractor is a certified DBE, MBE, or WBE Subcontractor, place an "X" in the box to the right of the appropriate designation. When the proposed Subcontractor is not a certified DBE, MBE, or WBE Subcontractor, place an "X" in the box to the right of "NONE." One of the four spaces shall be marked with an "X".
4. When a Subcontractor is to perform all the work involved in the contract item, then the unit price for the subcontracted item must be the same as the contract unit price. When only a portion of the quantity of an item is to be sublet, the item should be indicated by the symbol (s). The physical limits of the sublet quantity shall be identified. The unit price for the item of work shall be the same as the Department's contract unit price.
 Portion of an item - The Subcontractor performs all work associated with the item, but only performs the work for a part of the contract quantity. (Example: Grading from Station 225+05.1- to end of project.)
5. When only a partial amount of the work for an item is to be sublet, the unit price may be less than the contract unit price and the item should be indicated by the symbol (s). The part of the contract item to be performed by the Subcontractor shall be identified.
 Partial Item of work - The Subcontractor performs part of the work associated with the contract item. (Example: Trucking Subcontractor hauling asphalt or incidental stone.)
6. The negotiated Subcontract Unit Price or lump sum price must be the actual price agreed upon between the Contractor and the Subcontractor. In the event the subcontract unit of measure differs from that in the Department's contract, the unit of measure shown on the Subcontract Approval Form shall be the same as those shown in the Department's contract. Any conversions necessary to satisfy this requirement shall be the responsibility of the Contractor. The Converted Price (CP) shall be denoted with an asterisk (*). (Examples of converting units of measure can be found in the HICAMS User Guide, Chapter 2, Section 8A. Use the following link to view the examples.)
http://www.mdc.com/mc/contracting/contract_admin/contractors/contractorsmainpage/contractors/User_Guide.html
7. The Total Subcontract Amount is the Subcontract Unit Price multiplied by the Quantity.
8. The Subcontract Total is the amount of the subcontract. This total is calculated by summing the Total Subcontract Amount of the line items listed by the Subcontractor. Any items listed on the Attachment sheet for the Subcontractor is also included in the Subcontract Total. The line items for the 2nd Tier Subcontractor are not included.
9. When any items requested to be sublet have been previously included in an approved subcontract, the following statement shall be included above the listing of these items: "The following items are being deleted from Subcontract Request Number _____."
10. The Contractor, Subcontractor, and 2nd Tier Subcontractor (where applicable) shall sign the original Subcontract Approval Form and the Contractor shall submit the form to the Resident Engineer.

Subcontract Approval Form



SUBCONTRACT APPROVAL FORM

Contract No.: _____ F.A. No.: _____ Subcontract Request Number: _____

WBS Element _____ T.I.P. No.: _____ County: _____

APPROVAL IS REQUESTED TO SUBLET THE FOLLOWING ITEMS OF WORK ON THIS PROJECT TO:

Subcontractor Name and Address _____ Retainage ☐ DBE ☐ MBE ☐ WBE ☐ NONE ☐
Vendor No. _____

2nd Tier Subcontractor Name and Address _____ Retainage ☐ DBE ☐ MBE ☐ WBE ☐ NONE ☐
Vendor No. _____

Line Code Number	Item Description	(•) or (♦)	Sub or 2 nd Tier	Quantity	Unit	CP *	Contract Unit Price	Subcontract Unit Price	Total Subcontract Amount

SUBCONTRACT CERTIFICATION (applies only to Federal projects)

The Contractor / Subcontractor certifies that the subcontract is in writing and that FHWA 1273, "Required Contract Provisions," have been included in the subcontract / 2nd tier subcontract in its entirety.

Contractor: _____
Signature: _____
Title: _____ Date _____

Subcontractor: _____
Signature: _____
Title: _____ Date _____

2nd Tier Subcontractor: _____
Signature: _____
Title: _____ Date _____

APPROVED:

Resident Engineer Date _____

Approved with the understanding that the Contractor will be responsible for the satisfactory performance and completion of the work in compliance with the terms of the contract and that all payments will be made directly to the Contractor.



Subcontracting

Subcontractor Approval Form

“Portion” of an Item:

- **The subcontractor performs all work associated with the item, but for a portion of the contract quantity.**
- **The physical limits of the sublet quantity shall be identified.**
- **Subcontract price shall be same as contract unit price.**

Example:

Grading from Station 225+00-L- to Station 989+59-L- (end of project)



Subcontracting

Subcontractor Approval Form

“Partial” of an Item:

- **The subcontractor performs only part of the work associated with the line item.**
- **Identify the part of the work to be performed by subcontractor.**
- **The subcontract unit price may be less than the contract unit price.**

Example:

Trucking Subcontractor will haul asphalt for asphalt paving.



Subcontracting

Replacement of DBE Subcontractors

- **DBE subcontractor can be replaced for valid reasons.**
- **Contractor must make a Good Faith Effort to replace with another DBE.**
- **Submit a DBE/MBE/WBE Replacement Request Form to RE.**

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/



DBE/MBE/WBE Replacement Request Form



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

DBE MBE WBE REPLACEMENT REQUEST FORM

The North Carolina Department of Transportation (NCDOT) is committed to the participation of Disadvantaged, Minority and Woman Business Enterprises (DBE/MBE/WBE), in contracting opportunities in accordance with 49 Code of Federal Regulations (CFR). It is the policy of NCDOT to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of the contracts.

In accordance with the Special Provisions the Contractor shall not terminate a committed DBE/MBE/WBE subcontractor for convenience or perform the work with its own forces or those of an affiliate. Reasonable methods to resolve performance disputes must be applied. The contractor must demonstrate reasonable efforts to replace a committed DBE/MBE/WBE firm that does not perform as intended with another committed DBE/MBE/WBE firm. Replacement of a DBE without written approval from NCDOT is a violation of contract provisions and may result in the Contractor being disqualified from bidding for a period of up to 6 months.

Contract Number: _____

DBE/MBE/WBE being replaced: _____

Explanation for Replacement: _____

Subcontract Amount: _____

Amount of Subcontract Remaining: _____

Line Items: _____

If a DBE/MBE/WBE subcontractor is terminated, or fails to complete its work on the contract for any reason, the prime contractor will make good faith efforts to find another DBE/MBE/WBE subcontractor to substitute for the original DBE/MBE/WBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as DBE/MBE/WBE that was terminated, to the extent needed to meet the contract goal established for the project.

Replacement Contractor: _____

Is this a NCDOT Certified DBE/MBE/WBE contractor? Yes ☐ No ☐

By signing this document, the Contractors and Resident Engineer who is the designated representative of NCDOT, concurs with the process of replacing the named DBE/MBE/WBE subcontractor.

DBE Contractor Signature _____ Date _____

Prime Contractor Signature _____ Date _____

Resident Engineer Signature _____ Date _____

Upon Completion Send to:

Cc: Division Engineer
State Construction Engineer
State Contractor Utilization Engineer
Business Opportunity and Workforce Development



12-Month Guarantee

- **12 Months from the Date of Acceptance**
- **Covers Major Components of the Work**
- **It Is Not Intended to Perform Routine Maintenance Activities (Mowing Grass, Shoulder Rut Repairs, etc.)**

12 Month Guarantee

- **Repairs Are Covered Under the Payment and Performance Bond.**
- **Manufacturer's Guarantees May Extend Beyond the 12 Month Guarantee Period.**





Truck Monitoring

- NCDOT Performs as a Result of FHWA Audits
- Resident Engineers are **Requesting** a Proposed Trucking Plan for DBE trucking
- Examples of Proposed Trucking Plan and Truck Monitoring Form are in Current Construction Manual

Truck Monitoring

Trucking Plan should contain:

- **List of DBE/MBE/WBE Trucking Firms with Their Certification**
- **Number of Trucks Owned by the Firm**
- **Truck Description of All Trucks to be Used on Project**
- **Truck Identification Number (Truck Number)**
- **Planned Operation for Each Truck**



Trucking Plan Example

Truck Plan

Contract No: C123456
County: Dancoe

Listing of Firms

Trucking Firm	DBE Certification	Number of Trucks Owned
Over the Hill Trucking	DBE/MBE	5
Lucky Trucking	DBE/MBE	3
Well Transportation	DBE/MBE	8
Richie Rich Trucks	DBE/MBE	3
Ball Hauling	None	2
TNT Trucking	None	1

Total Available Trucks 22

Individual Truck Listing

Firm	Truck Type	Truck Number	Asphalt	Borrow	Rev. Asp Punt	#57 Stone	End Coat Mat	Minor Str	Milling Asp	Incidental Milling
Over the Hill Trucking	Mack RD 690A - Quad Axle	Over 1	X	X	X	X	X	X	X	X
	Mack RD 690A - Quad Axle	Over 2	X	X	X	X	X	X	X	X
	Mack RD 690A - Tri Axle	Over 3	X	X	X	X	X	X	X	X
	Mack RD 690A - Quad Axle	Over 4	X	X	X	X	X	X	X	X
	Mack RD 690A - Tri Axle	Over 5	X	X	X	X	X	X	X	X
Lucky Trucking	Ford L-9000 Tri Axle	LT 3	X	X						
	Ford L-9000 Tri Axle	LT 4	X	X						
	Ford L-9000 Tri Axle	LT 5	X	X						
Well Transportation	Mack DM 688S Tri Axle	Well -01	X	X	X					
	Mack RD 690S Quad Axle	Well-03	X	X	X					
	Mack RD 690S Quad Axle	Well-04	X	X	X					
	Mack RD 690S Quad Axle	Well-06	X	X	X					
	Mack RD 690S Quad Axle	Well-11	X	X	X					
	Mack RD 690S Quad Axle	Well-10	X	X	X					
	Mack DM 688S Tri Axle	Well-08	X	X	X					
Richie Rich Trucks	Mack DM 688S Tri Axle	Well 07	X	X						
	Mack 690 Quad Axle	RR-11	X	X						
	Mack 690S Tri Axle	RR-22	X	X						
Ball Trucking	Mack 690S Tri Axle	RR-33	X	X						
	Ford L-9000 Tri Axle	Ball 1	X	X						
	Ford L-9000 Tri Axle	Ball 2	X	X						
TNT Trucking	Mack 686LS Quad Axle	TNT 1	X	X						

Truck Monitoring Form Example



EXAMPLE

TRUCK REPORT ATTACH TO INSPECTOR'S DAILY REPORT

CONTRACT NO. : C201447	TIP NO. : R-4002	WBS NO. : 34572.3.2	DAY: Monday	DATE: 6/7/2010
---------------------------	---------------------	------------------------	----------------	-------------------

PRIME CONTRACTOR	DUAL AXLE	TRI AXLE	QUAD	OTHER	REMARKS
S.T. WOOTEN					
DBE SUBCONTRACTORS					
MILITARY & FEDERAL CONSTRUCTION	6				
CARDINAL BLUE ENTERPRISES	4				
MAR-TECH LAND DEVELOPERS	4				
HAROLD A. PURYEAR TRUCKING	4				See Joe Smith Hauling
NON-DBE					
Joe Smith Hauling	4				Working with Puryear, Full DBE credit
Joe Johnson Hauling	2				Non/DBE, not part of commitment
TOTALS	24				

PROJECT INSPECTOR'S SIGNATURE _____

NOTE: IF NO TRUCKS USED, NOTE ON INSPECTOR'S DAILY REPORT.



Project Certification

- Two Parts
- Construction Unit & Materials and Tests Unit
- M&T certifies compliance to Minimum Sampling Guide & Code of Federal Regulations
 - Materials
 - Technicians
 - Testing Laboratories

Why Is It Important?

- Money
 - Federal Fund Reimbursements
 - State Fund Management
- Quality of Infrastructure
 - Quality Construction/Quality Product
 - Efficient



Refocused

- Implemented Contract Reviews
- Reorganized/Restructured Group
- Streamlined Process
- Added Additional Resources





Areas Needing Attention

- Proper Certification
 - Type 1, Type 2, etc.
- Not Enough Samples
 - Following Minimum Sampling Guide
 - Sample Distribution
- Not Notified for Inspections
 - Guardrail
 - Metal Pipe
 - SIP's



Areas Needing Attention

- Accurate Paperwork
 - BOL's
 - Alternate ID's
- HiCAMS Items
 - Conversion Factors
 - Correct Materials
 - Substitutable Materials
- Design Build Contracts



Buy America

Domestic Steel and Iron Products

- Federal Law -23 C.F.R. 635.410
- (4) When steel and iron materials are used in a project, the requirements of this section do not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or \$2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project.
- State Law -G.S. 136-28.7
- NCDOT Stand Specs -Article 106-1(B)

State Law -G.S. 136-28.7

- - § 136-28.7. **Contract requirements relating to construction materials.**

(a) The Department of Transportation shall require that every contract for construction or repair necessary to carry out the provisions of this Chapter shall contain a provision requiring that **all** steel and iron permanently incorporated into the construction or repair project be produced in the United States.



NCDOT Standard Specs - Article 106-1(B)

- The Contractor and all affected subcontractors shall maintain a separate file for steel products permanently incorporated into any project so that verification of the Contractor's efforts to purchase domestic steel and iron products can readily be verified by an authorized representative of the Department or the Federal Highway Administration





Buy America

“Buy America” – Compliance

- Review at all Preconstruction Meetings**
- Project Certification from Prime on file**
- Check invoices – Piles, Rebar, Guardrail, Fence, etc....**
- Materials Purchase Orders clearly state Buy America requirements.**
- Contractor required to maintain a file for all products.**



Status of Final Documents

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/pc.html

Date 2/3/2011

Contract #	WBS #	County	Contractor Name	Affidavit	Consent	Claim Letter
C201937	7CR.10791.14	Rockingham	ADAMS CONSTRUCTION COMPANY	NOT RECVD	NOT RECVD	NOT RECVD
C202444	45103.3.ST1	Alleghany	ADAMS CONSTRUCTION COMPANY	NOT RECVD	NOT RECVD	NOT RECVD
C200681	33009.3.2	Macon	ADAMS CONTRACTING	RECVD	RECVD	NOT RECVD
C200734	34154.3.14	Guilford	APAC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION	NOT RECVD	NOT RECVD	NOT RECVD
C202219	45121.3.ST1	Stokes	APAC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION	NOT RECVD	NOT RECVD	NOT RECVD
C202103	33246.3.1	Warren	ATWELL CONSTRUCTION CO INC	NOT RECVD	NOT RECVD	RECVD
C202123	33355.3.1	Warren	ATWELL CONSTRUCTION CO INC	NOT RECVD	NOT RECVD	NOT RECVD
C202124	33644.3.1	Warren	ATWELL CONSTRUCTION CO INC	NOT RECVD	NOT RECVD	NOT RECVD
C201581	32649.3.1	Craven	BALFOUR BEATTY INFRASTRUCTURE INC	NOT RECVD	NOT RECVD	NOT RECVD
C201700	34961.3.3	Pitt	BARNHILL CONTRACTING COMPANY	NOT RECVD	NOT RECVD	NOT RECVD
C200475	34410.3.20	Mecklenburg	BLYTHE CONSTRUCTION, INC.	RECVD	RECVD	NOT RECVD
C200873	34398.3.8	Richmond	BMCO CONSTRUCTION, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200874	34398.3.8	Montgomery	BMCO CONSTRUCTION, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200781	32899.3.2	Davidson	DLB, INC DBA DLB INC (OF VA)	NOT RECVD	NOT RECVD	NOT RECVD
C200527	34580.3.1	Franklin	ELDERLEE INC	NOT RECVD	NOT RECVD	NOT RECVD
C200232	32905.3.1	Durham	ENGLISH CONSTRUCTION CO., INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200678	34886.3.4	Guilford	ENGLISH CONSTRUCTION CO., INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200264	35028.2.1	Wake	GEORGIA ELECTRIC CO.	NOT RECVD	NOT RECVD	NOT RECVD
C200689	34488.3.4	Cleveland	GEYMONT CONSTRUCTION CO., INC.	NOT RECVD	NOT RECVD	NOT RECVD
C202049	33524.3.1	Lincoln	GEYMONT CONSTRUCTION CO., INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200952	36392.2.1	Haywood	HARRISON CONSTRUCTION CO. DIV. OF APAC-TENNESSEE, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C201776	37331.3.1	Randolph	HUDSON PAVING, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C202037	33383.3.1	Ashe	JAMES R. VANNOY & SONS CONSTRUCTION CO., INC.	RECVD	RECVD	NOT RECVD
C201947	6CR.10261.28	Cumberland	JOHNSON BROTHERS UTILITY & PAVING COMPANY, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C105312	34970.3.1	Cumberland	MASTEC NORTH AMERICA, INC.	NOT RECVD	NOT RECVD	NOT RECVD
C200194	32803.3.1	McDowell	MCCARROLL CONSTRUCTION, INC	NOT RECVD	NOT RECVD	NOT RECVD
C201862	34790.3.4	Catawba	MOUNTAIN CREEK CONTRACTORS, INC.	NOT RECVD	NOT RECVD	RECVD
C202138	33379.2.2	Ashe	MOUNTAIN CREEK CONTRACTORS, INC.	NOT RECVD	NOT RECVD	RECVD